



## Wyoming Department of Education

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### MEMORANDUM NO. 2009-134

**TO:** School District Superintendents  
WISE Coordinators  
Business Managers  
School Principals  
Personnel Directors

**FROM:** Leslie Zimmerschied, Data Analyst  
Technology, Careers and Data

**DATE:** September 4, 2009

**SUBJECT:** Fall 2009 WDE684 – WISE Teacher/Course/Student Enrollment  
Data Collection

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### IMPORTANT INFORMATION

**The Wyoming Department of Education (WDE) announces the Fall 2009 WDE684 – WISE Teacher/Course/Student Enrollment data collection.**

#### **What is the WDE684 data collection?**

The WDE684 is the authoritative collection of student-level demographics and course information. This report includes vital and social statistics on students in Wyoming schools. There are several authorities that allow the WDE to collect data for the WDE684 collection. They are: W.S. § 21-2-304(a) (v); W.S. § 21-2-203; and No Child Left Behind Title I Part A.

#### **What is the purpose of the WDE684 data?**

The data collected by the WDE684 is critical and essential to the continual growth of Wyoming's education system. Data are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress (AYP), No Child Left Behind indicators, and Special Education programs. The data from the WDE684 Collection is made available in a clear and meaningful way through public report cards such as Every Student Counts and the Wyoming Education Summary.

### **How has the collection changed?**

The October 1, 2009 collection of the WDE684 - WISE Teacher/Course/Student Enrollment Data Collection is the first part of a three-step annual cycle. All enrolled or previously enrolled students will be accounted for, at any point in time, because of this three-step cycle. **The WDE607 - WISE Dropout Statistics Data Collection has been eliminated. Dropouts, along with all other students having exited school for any reason, will now be reported on the WDE684.**

The WDE684 will be collected again in March 2010 and in June 2010. This schedule will achieve the goals of determining the enrollment status of students and tracking students who transfer, graduate, dropout, or exit. **Submission of the WDE684 in June 2010 will replace the WDE670 - WISE Graduates and Completer Statistics Data Collection. Graduates and other completers will now be reported on the WDE684.**

Wyoming has chosen to adopt these changes in data collection practice as the most efficient, least burdensome method to ensure full compliance with new federal regulations. For full details on the changes to the WDE684 data collection, please see Superintendent's Memo No. 2009-113 dated August 14, 2009, [https://www.k12.wy.us/A/supt\\_memos/2009\\_113.pdf](https://www.k12.wy.us/A/supt_memos/2009_113.pdf)

### **What are the specific changes for School Year 2009-10?**

- All WDE student and staff data collections will collect the new federal Race and Ethnicity categories. Details on the categories can be found at: <http://www.k12.wy.us/>.
- Student School and District Entry Dates will be collected on the WDE684.
- Student Exit Dates will be collected on the WDE684.
- Student Exit Types will be collected on the WDE684. A full listing of Exit Type Codes is available on the WISE website and the Wyoming Education Fusion portal.
- Course Section Entry and Exit dates will be optional on the WDE684.

### **What training will be provided?**

Training for the WDE684 data collection and submission process will be provided on two separate occasions. The training sessions will be interactive and administered over the Wyoming Equality Network (WEN) Video. The trainings will detail changes to the collection as well as answer districts' most frequently asked questions regarding the WDE684 data collection.

The WDE684 trainings will be held September 10, 2009 from 2:00 to 4:00 p.m. and again October 6, 2009 from 2:00 – 4:00 p.m. via the WEN Video.

**Who should attend the trainings?**

Both technical and content personnel should attend. WDE recommends that each WISE Coordinator attend, along with all personnel responsible for tracking student demographics and vital statistics. Each school district business manager is strongly encouraged to participate.

**What is the agenda for the trainings?**

A portion of the presentation will focus on the submission process via the State Report Manager (SRM). The trainings will detail the content of the WDE684 collection. Specifications of each required element will be explained as well as answers to Frequently Asked Questions. Content experts from WDE will be on-hand to answer any additional questions that district personnel may have.

**How will the data be submitted?**

The collection will be submitted through the SRM on the WISE data system. Each school district has unique and secure log-in information.

**When is the collection window?**

The data collection window is from October 1, 2009 through October 16, 2009. The Fall 2009 WDE684 data collection is due on or before October 16, 2009.

**Where are the collection documents posted?**

The current data elements are available on the Wyoming Education Fusion Portal: <https://fusion.edu.wyoming.gov> and the WISE website: <https://www.k12.wy.us/wise/>.

**Whom do I contact for more information?**

If you have any questions regarding the content or submission of the WDE684, please contact Leslie Zimmerschied at [lzimme@educ.state.wy.us](mailto:lzimme@educ.state.wy.us) or 307-777-8751.

If you have any questions about the WISE project, please contact Shadd Schutte at 307-777-3656 or [sschut@educ.state.wy.us](mailto:sschut@educ.state.wy.us).

LZ:tw